

COPPERLEAF COUNTRY ESTATE HOA NPC

04 October 2024

JOB TITLE	Operations & Security Manager
No of Vacancies	1
Reports to	General Manager
Available	Immediately
Overview	<p>The Operations & Security Manager reports to the General Manager and is responsible for overseeing the daily operations and security of the estate.</p> <p>This role ensures the estate is maintained to the highest standards, operates efficiently, and remains secure.</p> <p>The ideal candidate will be a proactive leader with a strong background in estate management, operations, and security</p>
Key Responsibilities	<p>Operations Management:</p> <ul style="list-style-type: none"> • Daily Operations: Oversee and manage the day-to-day operations of the estate, ensuring that all systems, facilities, and services are running smoothly and efficiently. • Maintenance Coordination: Schedule and supervise regular maintenance and repairs for estate facilities, including buildings, grounds, and equipment. • Technical Asset Control • Staff Management: Recruit, train, and supervise staff, including building control, landscapers and maintenance personnel. Develop staff schedules and ensure all tasks are performed to the estate's standards. • Vendor Management: Liaise with external vendors and contractors for services and supplies, ensuring quality and cost-effectiveness. • Budgeting: Assist in developing and managing the estate's operational budget, tracking expenditures, and identifying cost-saving opportunities.

	<p>Security Management:</p> <ul style="list-style-type: none"> • Security Systems: Oversee the installation, maintenance, and operation of security systems, including surveillance cameras, alarms, and access control systems. • Emergency Response: Develop and implement emergency response procedures and conduct regular drills. Respond to security incidents and emergencies promptly and effectively. • Access Control: Manage access to the estate, including monitoring and controlling entry points, ensuring that security protocols are followed. • Risk Assessment: Conduct regular risk assessments and security audits to identify vulnerabilities and implement improvements. • Staff Training: Oversight in liaison with service provider.
<p>Qualifications</p>	<ul style="list-style-type: none"> • Education: Appropriate qualification in management, Security Management and Facility Maintenance and Operations or a related field. • Certifications: Advanced certifications in a technical field will be an advantage
<p>Experience:</p>	<ul style="list-style-type: none"> • Minimum of 5 years of experience in estate management, operations, or security, with at least 2 years in a managerial role.
<p>Skills:</p>	<ul style="list-style-type: none"> ○ Strong leadership and team management skills. ○ Excellent organizational and multitasking abilities. ○ Proficiency in using management software. ○ Strong problem-solving skills and attention to detail. ○ Excellent communication and interpersonal skills.

Personal Attributes	<ul style="list-style-type: none"> • Discreet and Professional: Maintains a high level of confidentiality and professionalism in all interactions. • Proactive: Takes initiative and anticipates potential issues. • Adaptable: Able to adapt to changing situations and work under pressure. • Customer-Focused: Dedicated to providing exceptional service to the estate’s residents and guests.
Working Conditions	<ul style="list-style-type: none"> • Schedule: Regular business hours with flexibility for emergencies or events, which may require occasional evenings or weekends. • Environment: Both indoor and outdoor. Must be able to perform physical tasks and handle emergency situations.
Remuneration	Market related salary with company benefits
Closing Date	Monday, 14th October 2024
Send CV’s	careers@copper-leaf.co.za